

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 THRU : Chief, Plans and Policy Staff  
 FROM : Chief, Language & External Training School

DATE: 11 May 1955

SUBJECT: Weekly Activities Report # 19

A. SIGNIFICANT ITEMS

Nothing to report.

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 33 NO CHANGE  
 IN CLASS ~~DECLASS~~ CLASS CHANGED TO: TS S C RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 2006 19 REVIEWER \_\_\_\_\_ TYPE DOC. 025X1  
 NO. PGS. 2 CREATION DATE \_\_\_\_\_ ORG COMP // OPL // ORG CLASS C  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 703

B. OTHER ACTIVITIES

1. Announcement of language training courses to be offered during the summer is being reproduced and should be in the hands of TLO's by the beginning of next week. Summer courses will last 10 weeks, but will cover the same amount of material that is covered in the usual 16-week courses.
2. A course in Tibetan is being arranged at SAIS to meet the requirements of three FDD employees.
3. FDD has requested an after-hours Albanian course for two people. A survey is being made of other components of the Agency that may have an interest in Albanian. The course will probably be conducted by SAIS.
4. [ ] was requested to meet with Chief and Deputy Chief, WE, presumably to discuss with them opportunities they may wish to consider for training WE personnel. When [ ] arrived at the suggested place, however, he was informed that it had become necessary to postpone the meeting. No new date set.
5. Classification and tabulation of language and external training requirements for FY 1956 has been completed. Results have been sent to the DTR and the C/BFO.
6. The School has organized a special course in French, on a "crash" basis, for WE. Course will meet three times a week for 6-8 weeks. One condition for this special course is that the four students be assigned to this area on a priority duty basis every day from 1445 to 1645. Mr. [ ] adds this course to his already overloaded schedule.
7. All instructor staff of the School met with staff of A&E to discuss revision of form used for reporting student performance. It is hoped that it will be possible to design a form that will meet A&E needs and, at the same time, adequately fulfill the purpose of a report for supervisors.
8. [ ] and [ ] have worked out with [ ] of ORR a language program to continue until he leaves [ ]

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9. [ ] at the suggestion of Mr. [ ] interviewed Robert [ ] of FDD with a view to offering him a position with the Slavic studies staff. Mr. [ ] had indicated his intention to resign from the Agency to accept position as Acting Chairman of Slavic Languages at Cornell. If he honorably can be released from his implied commitment to Cornell, he would like to accept position with LETS.

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10. At suggestion of Mr. [ ] of OCI inquired about opportunities for position in LETS in connection with the embryonic area training activity. Mr. [ ] education, experience, interests and personal qualities appear to make him the most highly suitable person we could find to be responsible for developing our contemplated "Western Program," covering Western Europe (all Europe except Slavic and predominantly Moslem areas) and the Western Hemisphere. When the proper time comes, I hope we can have Mr. [ ] to take this responsibility.

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11. The basic paper of a staff study relating to policies governing external training will be completed this week. Three appendices are in the advanced draft stage.

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12. [ ] is working with OCD and NEA in development of a career plan for [ ] of OCD/IR. This has arisen out of exceptional enthusiasm that Mr. [ ] has developed as a result of his taking a three-week course in Hindi at the FSI. The plan envisions a four-month intensive course in Hindustani, with companionate area training, followed by assignment to NEA for overseas duty.

13. Current enrollment in internal language programs is 250; 179 in classes and 71 in self-study. During the past week, the language laboratory was used for a total of 583 hours.

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